

Care Package Event Checklist

Planning for success with more rigorous customs requirements from Custom and Border Protection and USPS (updated September 2025):



Note: USPS prohibits mailing hand sanitizer, aerosols, items with alcohol, and [other hazardous materials](#).

Preplanning

1. **Set your date and find your space**
2. **Collect address (s)**
 - Check each zip code for base-specific restrictions
 - Group recipient's by like items / zip code restrictions
3. **Standardize donations and set deadlines**
 - Decide what you will pack and determine quantities
 - Aim for consistency: Items, sizes, quantities to simplify
 - Capture what you need for each item in advance
4. **Create your donation lists / links and share**
 - Consider Amazon list, donation link, etc.
 - Explain to donors that specific items simplifies customs compliance.
5. **Reassess and check in** - 1 to 3 weeks prior to packing
 - Order any additional items needed
 - Make sure you have enough paper or labels (multiple labels per box are likely)

Customs Compliance is Mandatory

As of 9/1/25 each item will require:

- Detailed Description
- HS Code
- Quantity
- Weight
- Country of Origin

Packing Plan

1. **Create your labels** (Ship Thrifty allows you to save labels, do customs ahead of time, and copy labels and customs for the same or different people)
 - Reminder you may have multiple labels per box - multiples must be kept with the original (it goes with the tracking number so sort and separate carefully)
 - Make sure you have enough labels (or paper) to print the labels and customs continuation forms
 - Plan for package pickup or drop off (fill out the USPS pickup form if you want them to pickup)
2. **Prepare your space**
 - Setup tables (clearly separate items and write down how many should go in each box)
 - Talk with volunteers about the process (adding extra items can cause non-refundable returns)
 - Thank people for donations but remove random ones from the packing space
 - Put designated volunteers on label duty (be sure they know to keep them in order with the original label if multiples)
 - **Celebrate and clean up**



Have questions or need help? Reach out at any time!

Meeting: calendly.com/shipthriftly

Call us: 800-544-4992

Email us: contactus@shipthriftly.com